

PLANNING & ZONING APPLICATION



Date of Application: _____ Application Type: _____

Pre-application meetings are required for all plats and are highly encouraged for all other items.

I. General Information

A. Applicant

Business Name: _____ Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

B. Property Owner* (if different than above)

Business Name: _____ Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

*If more than one property owner or developer is involved, please attach additional names and addresses to this application

C. Engineer/Surveyor or Architect:

Business Name: _____ Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

D. Primary Project Contact* (applicant, representative, or other)

Business Name: _____ Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

*The contact person will receive all staff correspondence.

E. Certification

An application may be filed only by the owners(s) of the property, a person with the power of attorney from the owner authorizing the application, or by the attorney-at-law representing the owner. Please indicate your authority:

____ I (we) am (are) the sole owner(s) of the property.

____ I have the power of attorney from, or am the attorney-at-law of the property owner(s) authorizing the application and a copy of the authorization is attached.

Signature

Print Name

Address

F. Affiliated Application

An applicant may wish to increase the property considered under this application to include surrounding owner(s). By signing below, an adjoining property owner can state their intent to be party to this application (please attach an additional signature sheet if necessary). A legal description must also be attached for each property owner.

_____ Signature	_____ Print Name	_____ Address
_____ Signature	_____ Print Name	_____ Address

II. Project Information

A. Description of the proposed project, use, exemption, or variance:

B. Subdivision Name: _____

C. Project Location: ____ 1/4 ____ 1/4 Section _____, T____, R____, Sarpy County, Nebraska

D. General Location: _____

E. Project/Property Address (if applicable): _____

F. Area (acres): _____

G. Future Land Use Designation (Comprehensive Plan): _____

H. Proposed Land Use Designation (if applicable): _____

I. Present Use of the Land: _____

J. If Commercial, Industrial, Office, or Multi-Family Residential:

i. Number and Type of Units/Buildings: _____

ii. Total Building Coverage (building footprint in square feet): _____

iii. Total Open Space (in square feet): _____

iv. Total Building Floor Area (gross square feet): _____

v. Total Number of Parking Spaces Provided: _____ (Covered:_____, Uncovered:_____)

vi. Total Number of Persons Employed or Intended to be Regularly Employed On-Site During Maximum Working Shift: _____

K. Building Height (feet): _____ Building Height (stories): _____

L. If Single-Family Residential:

i. Number of Units/Lots: _____

ii. Minimum Lot Frontage as Measured at Building Setback Line: _____

iii. Minimum Lot Size (square feet): _____

iv. Average Lot Size (square feet): _____

III. Application Requirements

Please submit one copy of the signed application in addition to the following items:

- Legal description of property and Surveyor's Certificate
- List of property owners located within 300 feet of the subject property, including four sets of mailing label copies. This list and address labels must be prepared by a title company. This requirement is only for items with public hearings.
- Site plan and/or other documents that illustrate this request as per the appropriate regulations within the Zoning Ordinance and Subdivision Regulations.
- One-page operating statement that describes the proposed use in detail (for Conditional Use Permits only).
- Application fee per the La Vista Master Fee Ordinance.

Except for the mailing labels, all documents may be submitted electronically.

Please note that your application will not be accepted or there may be a delay in processing by the Community Development Department if any of the required information or materials are missing or are improperly presented. To avoid unnecessary delays in processing, please remember to submit the appropriate materials, i.e., signed application, fees, exhibits and/or site plans, special studies if applicable, etc. If you have any questions regarding this application or required materials, please contact the Community Development Department at (402) 593-6400. The Community Development Department is open between 8:00am and 4:30pm Monday through Thursday (closed from 12:00pm-1:00pm), and 8:00am-12:00pm Friday.